



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS  
47123 BUSE ROAD, UNIT # IPT  
PATUXENT RIVER, MD 20670-1547

IN REPLY REFER TO

NAVAIRINST 4200.28D  
AIR-2.1.1  
14 Jul 99

NAVAIR INSTRUCTION 4200.28D

From: Commander, Naval Air Systems Command

Subj: CONTRACTING OFFICER'S REPRESENTATIVE

Ref: (a) DFARS 201.602-2, Responsibilities  
(b) 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch  
(c) FAR 42.302 and Corresponding DoD and Navy Supplements, Contract Administration Functions  
(d) SECNAVINST 5510.36, Department of the Navy Information Security Program (ISP) Regulation  
(e) SECNAVINST 5510.30A, Department of the Navy Personnel Security Program  
(f) NAPS 5203.101-1, General  
(g) FAR Part 37, Service Contracting  
(h) NAVAIR ltr 4920 Ser AIR-1.4.1/980310 of 29 Jun 98

Encl: (1) Sample Contracting Officer's Security Representative (COSR) Nomination  
(2) Sample Contracting Officer's Security Representative (COSR) Appointment  
(3) Sample Contracting Officer's Representative (COR) Nomination  
(4) Sample Contracting Officer's Representative (COR) Appointment

1. Purpose. To establish policy, assign responsibilities, and provide guidance for the appointment, limitations, responsibilities, and oversight of a Contracting Officer's Representative (COR) and Financial Contracting Officer's Representative (FCOR).

2. Cancellation. This instruction supersedes NAVAIR Instruction 4200.28C of 28 December 1995. Since this is a major revision, changes are not indicated.

3. Scope. While this instruction does not apply to the Naval Inventory Control Point - Philadelphia (NAVICP-P), it does apply

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to the remainder of the Naval Aviation Systems Team (TEAM) including Naval Air Systems Command Headquarters (NAVAIRHQ), Naval Air Warfare Centers (NAVAIRWARCENS), Naval Aviation Depots (NAVAVNDEPOTS), site activities, and those activities receiving TEAM support under Operating Agreements, such as the naval aviation Program Executive Officers (PEOs). Concurrence has been obtained for approval of this instruction.

#### 4. Policy

a. Reference (a) authorizes contracting officer designation of CORs. Contracting officers shall appoint CORs when necessary to monitor contractor support service contracts, including orders under indefinite delivery type contracts and Basic Ordering Agreements (BOAs). A COR may also be appointed to monitor contracts that are for other than contractor support services, including hardware requirements, those requiring unusual monitoring and surveillance, or technical discussions to clarify the statement of work. This instruction does not preclude the appointment of alternate CORs. An alternate COR may be authorized to perform the duties and responsibilities of the primary COR in his or her absence. The nomination and appointment memorandums for the alternate COR, as well as the contract, must expressly state that the alternate COR shall act only in the absence of the primary COR. The nomination and appointment criteria, process, and training requirements are identical for primary and alternate CORs.

b. CORs play a significant role in the Contractor Performance Assessment Reporting System (CPARS) process for the collection of past performance information used in source selection evaluations. Relevant guidance, including the Navy's CPARS Guide, is available on the World Wide Web at <http://www.nalda.navy.mil/cpars>. When issued, NAVAIRINST 4200.51, Contractor Performance Assessment Reporting System (CPARS) Collection, will be required reading for CORs and made available at the above Web site. The Web-enabled CPARS application is available through this site or may be directly accessed at <http://www.cpars.navy.mil>.

c. No person with a conflict of interest, per reference (b), shall be nominated. Neither the nominating official, nor the appointing Procuring Contracting Officer (PCO), shall require the COR to:

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(1) perform the duties specified in reference (c), unless contract administration is retained by the contracting activity;

(2) issue delivery orders;

(3) make or authorize any changes in the contract; or

(4) re-delegate COR authority or responsibilities.

d. Prior to appointing a COR, the PCO must ensure the nominee has completed the training requirements outlined below.

e. Only persons eligible to perform COR responsibilities shall be nominated and appointed, and only persons appointed shall perform COR duties. However, more than one COR may be appointed to monitor different orders or contract line items under the same contract.

## 5. Definition

a. A COR is a government employee appointed in writing by a PCO to serve as technical liaison between the government and a contractor for a specific contract, set of line items, or an order under a contract or BOA. The COR monitors the contractor's performance and provides technical advice to the contracting officer and contractor within the scope of work or statement of work of the contract.

b. The Contracting Officer's Security Representative (COSR) is a type of COR responsible for the security administration of classified contracts. Reference (d) requires PCOs to appoint such CORs, referred to in this instruction as COSRs, to ensure that industrial security functions are accomplished under classified contracts. The sample COSR nomination and appointment memorandums in enclosures (1) and (2) provide details on the responsibilities of COSRs. Blanket COSR nominations are authorized. Once a blanket nomination is signed, COSRs should maintain copies to provide to PCOs prior to each appointment. Training for COSRs is as specified in references (d) and (e), not as specified for other CORs elsewhere in this instruction.

c. A COR nominating official is the individual from the requirements activity responsible for submitting a written COR nomination to the PCO. When the contracting activity and the requiring activity are not the same, the COR nominating official

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will be the commander of the requiring activity or designee. When the contracting activity and the requiring activity are the same, the nominating official will be a requirements department head or designee. The COSR nominating official will be the Command Security Manager or designee.

d. A COR coordinator is a designated individual within or supporting each TEAM contracting competency site responsible for maintaining a list of CORs and COSRs, reminding CORs and PCOs when refresher training is required, and ensuring the contracting competency site offers or makes available COR refresher training on, at least, an annual basis. For the purpose of facilitating data calls, COR coordinators shall identify themselves to the Policy and Process Management Department (AIR-2.1.1). Upon request, AIR-2.1.1 will provide the names of all TEAM COR coordinators.

e. The FCOR is a government employee appointed in writing by a PCO to serve as the individual at the operational unit whose responsibility is limited to identifying charges, compiling and submitting bills, and receiving reimbursement for services in support of leases for U. S. Navy aircraft and related equipment to nongovernment organizations for demonstrations. Policy related to FCORs is in paragraph 8 of this instruction. All other paragraphs of this instruction apply to CORs only.

## 6. COR Training

a. Initial Training. Prior to appointment, COR nominees must have completed a course of instruction containing comprehensive coverage of COR responsibilities and limitations and the principles of contracting or contract management approved by the TEAM contracting competency site. The servicing Human Resources Office (HRO) Training Division or local training coordinator maintains a list of training meeting this requirement. Any costs associated with initial COR training will be funded by the requiring activity. PCOs may approve substitute initial training by written determination prior to COR appointment if attendance is verified and the PCO determines the course content provides comprehensive coverage of COR responsibilities, limitations, and the principles of contracting or contract management. The written determination, which may be an annotation on the appointment memorandum, must be provided to the COR coordinator. At the discretion of the PCO, those individuals holding Defense Acquisition Workforce Improvement Act

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(DAWIA) certification in the contracting career field may be appointed without COR initial training.

b. Refresher Training. Rapid developments resulting from acquisition reform make refresher training both necessary and beneficial to CORs. CORs are entitled to and required to attend refresher training. For those individuals holding DAWIA certification in contracting, refresher training will be taken within the 3 years following the COR appointment and every 3 years thereafter during their appointment. For others, refresher training should be attended within the 3 years following the date of their initial COR training and at least once every 3 years thereafter. PCOs may also require refresher training at any time during the COR appointment. Failure to attend refresher training may result in PCO termination of appointment and, in the case of CORs who are not DAWIA certified in contracting, will preclude the individual from any new appointments including to follow-on contracts. Each TEAM contracting competency site, therefore, is responsible for approving refresher training and making it available on, at least, an annual basis. Refresher training may be offered by each TEAM contracting competency site or made available to CORs through any other source approved by the TEAM contracting competency site. Any costs associated with refresher COR training will be funded by the requiring activity. Substitute refresher training may be approved through a written determination by the PCO. The written determination must be provided to the COR coordinator.

## 7. Responsibilities

### a. Nominating officials shall:

(1) ensure that the person nominated has completed or will have completed required COR training/certification prior to appointment and possesses expertise consistent with the duties to be assigned;

(2) issue a nominating memorandum to the PCO prior to performance by the nominee in contract execution duties. A sample nomination memorandum is included as enclosure (3). The nomination memorandum shall contain:

(a) a description of the duties to be performed by the nominee. Duties assigned shall be applicable to the contract, line item, or order. If the nominee will be serving as an alternate COR, the nomination memorandum shall so state;

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(b) confirmation by the nominee that 1) they are familiar with the particular technical requirements of the contract or order and these requirements are consistent with the nominee's own technical expertise, 2) they understand the COR responsibilities, limitations, and the contents of references (a) through (g), as applicable, and 3) they have completed or will have completed required COR training within the 3 years preceding the appointment; and

(3) provide timely notice to the appointing PCO as to when the COR must be replaced or the appointment terminated, such as if a conflict of interest develops or the COR is transferred.

b. PCOs shall:

(1) verify the date of last COR training is within the preceding 3 years of the appointment or the individual is DAWIA certified in contracting;

(2) if concurring with a nomination, make the appointment through issuance of a separate appointment memorandum. Appointments may be made for the total contract or at the delivery/task order level or other appropriate sub-level as determined by the PCO. A sample is included as enclosure (4). The memorandum shall contain the following:

(a) the contract/line item/order number to which the COR is being appointed;

(b) the period covered by the appointment;

(c) the COR's responsibilities and limitations. The appointment memorandum must be a complete and stand-alone document, therefore, either repeat or enclose the nomination memorandum responsibilities and limitations. PCOs may add, delete, revise, or elaborate on the COR responsibilities contained in the nomination memorandum as necessary. The enclosed samples are not all inclusive and should be tailored to the appointment;

(d) a statement that COR duties are not redelegable;

(e) a statement that the COR may be personally liable for unauthorized acts; and

(f) the provider and date of initial and most recent

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refresher training (or DAWIA certification level in contracting) and a statement that the COR's signature on the appointment memorandum certifies the information as correct to the best of his or her knowledge.

(3) per reference (f), ensure a single individual performs only one of the following functions: (a) initiation of the requirement; (b) award of contract or placement of order; and (c) receipt, inspection, and acceptance of supplies or services. If circumstances preclude an individual from performing a single function, as a minimum, the individual responsible for the award of a contract or placement of an order shall not perform the receipt, as well as the inspection and acceptance function;

(4) withhold or terminate appointments when there is reason to believe the appointment would not be in the best interests of the government. When appointments are withheld or terminated, the PCO will immediately notify the nominating official of the reason(s) (i.e., conflict of interest, inadequate training or experience);

(5) include the COR's name, official address, and telephone number in a suitable contract or order clause;

(6) ensure the contractor receives a copy of the appointment letter per Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.201-7000, Contracting Officer's Representative;

(7) periodically review the COR's files and COR's adherence to appointed duties;

(8) provide a copy of the contract, any modifications, and any additional guidance as needed to the COR;

(9) only approve substitute COR training by written determination provided to the COR coordinator;

(10) consider terminating the appointments of CORs who fail to obtain refresher training as required;

(11) modify contracts when appointments have been terminated and notify the COR coordinator; and

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(12) when Contractor Performance Assessment Reports (CPARs) are required, understand the PCO role and responsibilities.

c. CORs shall:

(1) perform the duties and comply with the responsibilities and limitations specified in the COR appointment memorandum, including the documentation of actions taken under such delegation of authority;

(2) inform the PCO when they will be unavailable to perform their duties;

(3) maintain an arms-length relationship with contractor employees;

(4) identify contract requirements and changes as they occur to the COSR for all classified contracts;

(5) avoid any conflict of interest or any appearance of a conflict of interest. If a conflict or the perception of a conflict of interest develops, notify the appointing PCO and nominating official immediately;

(6) adhere to the statutes and regulations governing standards of conduct;

(7) obtain comprehensive or refresher training every 3 years or as required by the PCO;

(8) when CPARs are required, understand the COR role and responsibilities;

(9) pay particular attention to the timely review of invoices; and

(10) provide the COR coordinator a copy of the appointment memorandum (without enclosures).

d. CORs shall not:

(1) issue delivery/task orders;

(2) change or give the appearance of changing the intent or substance of an order or contract;

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(3) perform their duties in a manner that would suggest the contract is a vehicle for personal services as described in reference (g);

(4) interfere with the contractor's dealings with organized labor or with the contractor's personnel practices; or

(5) receive, inspect or accept supplies or services resulting from a requirement the COR initiated.

e. COR coordinators shall:

(1) maintain a list of CORs and COSRs. The list shall, at a minimum, indicate the last date of training received. An automated system may fulfill this responsibility;

(2) notify PCOs and CORs when refresher training is due;

(3) update the list of CORs upon receipt of appointment memorandums;

(4) ensure that the TEAM contracting competency site offers or makes available COR refresher training on, at least, an annual basis;

(5) using attendance rosters, training coordinator notification, or other means, update the list of CORs after each COR refresher training; and

(6) upon receipt of a written PCO determination approving substitute training, update the last date of COR training.

8. Financial Contracting Officer's Representative (FCOR). The use of FCORs is unique to reimbursement procedures related to services supporting leased U. S. Navy aircraft and related equipment to nongovernment organizations for demonstrations. The FCOR's responsibility is limited to identifying charges, compiling and submitting bills, and receiving reimbursement for such services. The designation of an FCOR is not a replacement of, and may be in addition to, a COR. The designated FCOR must be a fleet financial officer in an accountable position in the occupational classification series 500, Accounting and Budget Group, or military personnel with equivalent qualifications. Trainees may not be designated. The FCOR's duties do not require the extensive contract management training required of CORs;

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however, their extensive financial management training is sufficient to qualify them for any issue which may arise under their limited duties (identifying charges, compiling and submitting bills, and receiving reimbursement). As a result, they are not subject to the COR training requirements identified elsewhere in this instruction. Further, FCORs need not be identified on the list of CORs maintained by the COR coordinator. Type Commander (TYCOM) Operations Department/Comptroller Department is responsible for nominating qualified individuals to the PCO for appointment. No person with a conflict of interest, per reference (b), shall be nominated. FCORs are not authorized to redelegate FCOR responsibilities or duties. Reference (h), available from the International Program Management Division (AIR-1.4.1), provides a sample FCOR appointment letter and reimbursement procedures related to supporting leased U. S. Navy aircraft and related equipment to nongovernment organizations for demonstrations.

9. Review. AIR-2.1.1 shall review annually the contents herein and provide recommendations for changes and deletions to the Commander.

  
C. E. STEIDLE  
Vice Commander

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**SAMPLE**5510  
Ser  
(Date)

## MEMORANDUM

From: \_\_\_\_\_, Code \_\_\_\_\_ (Nominating Official)

To: \_\_\_\_\_, Code \_\_\_\_\_ (Nominee(s))

Subj: CONTRACTING OFFICER'S SECURITY REPRESENTATIVE (COSR)  
NOMINATIONRef: (a) SECNAVINST 5510.36, Department of the Navy Information  
Security Program (ISP) Regulation  
(b) NAVAIRINST 4200.28D, Contracting Officer's  
Representative  
(c) 5 CFR Part 2635, Standards of Ethical Conduct for  
Employees of the Executive Branch

1. Per reference (a), you are hereby nominated to be the Contracting Officer's Security Representative (COSR) responsible for the security administration for (contract number \_\_\_\_\_, unless otherwise specified) [or] (contract number \_\_\_\_\_, order number \_\_\_\_\_ (if applicable to an order)) [or] with (company name) [or] (contracts under (specify activity or code for blanket nominations) cognizance). You must read reference (b) and keep it in mind during your appointment.

2. If appointed, your specific duties will be as summarized in Chapter 11 of reference (a) and include:

- a. reviewing the statement of work;
- b. validating security classification guidance;
- c. completing and signing DD 254 (Dec 90), Department of Defense (DoD) Contract Security Classification Specification, for classified contracts;
- d. coordinating review of DD 254 (Dec 90) and classification guidance every 2 years;
- e. revising DD 254 (Dec 90) and other guidance as required;
- f. resolving any problem related to the classified information provided to the contractor;
- g. providing additional security requirements as required;

Enclosure (1)

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Subj: CONTRACTING OFFICER'S SECURITY REPRESENTATIVE (COSR)  
NOMINATION

- h. initiating requests for facility clearance action;
- i. verifying facility clearance and safeguarding capability prior to release of classified information;
- j. reviewing requests for contractor retention of classified information and advising the contractor of disposition instructions and/or issuing a final DD 254 (Dec 90); and
- k. certifying and approving Registration For Scientific and Technical Information Services requests.

3. The preceding list of duties is not intended to be all inclusive. If specific situations arise that you think require security attention, do not hesitate to inform me and the contracting officer.

4. The COSR duties you are nominated to perform cannot be delegated by you to any other person.

5. Failure to adhere to the guidelines or to perform assigned duties may result in your removal as COSR.

6. Retain this nomination for your files. A copy must be forwarded to the contracting officer.

**To be completed by Nominee:**

By signing below, I confirm the following: I am familiar with the security requirements of the contract and they are consistent with my expertise; I understand the COSR responsibilities, limitations, and the contents of reference (a) through (c); and, I have completed required training on \_\_\_\_\_ given by \_\_\_\_\_.

Date Organization

\_\_\_\_\_  
Nominee Signature Code Date

**Nominating Official's Signature:**

\_\_\_\_\_  
Nominating Official Code Date

**SAMPLE**

4200  
Ser  
(Date)

MEMORANDUM

From: \_\_\_\_\_, Code \_\_\_\_\_ (Contracting Officer)  
To: \_\_\_\_\_, Code \_\_\_\_\_ (Appointee)  
Subj: CONTRACTING OFFICER'S SECURITY REPRESENTATIVE (COSR)  
APPOINTMENT

Ref: (a) DFARS 201.602-2, Responsibilities  
(b) SECNAVINST 5510.36, Department of the Navy (DON)  
Information Security Program (ISP) Regulation  
(c) NAVAIRINST 4200.28D, Contracting Officer's  
Representative  
(d) 5 CFR Part 2635, Standards of Ethical Conduct for  
Employees of the Executive Branch

Encl: (1) List of Specific Assigned Duties/Nomination Memorandum

1. Per reference (a) and (b), you are hereby appointed as the Contracting Officer's Security Representative (COSR) for (contract number \_\_\_\_\_, unless otherwise specified) [or] (contract number \_\_\_\_\_ order number \_\_\_\_\_ (if applicable to an order)) with \_\_\_\_\_ (company name). The contractor has designated Mr./Ms. \_\_\_\_\_ to be the company's official responsible for security administration under the contract. He/she is located at (street address, city, state, zip code) and may be reached at \_\_\_\_\_ (phone number) for security issues and to discuss any matters under your cognizance. The periods of performance of this contract/order and this COSR appointment are base period (insert date), options (insert dates). Matters of a contractual nature must be brought to my attention.

2. I may seek your advice on security matters and will notify the contractor that you are the COSR for this contract/order. You should have access to a copy of the contract and I am available to answer any of your questions. You must read references (c) and (d) and keep them in mind during your appointment. I will notify the contractor you are the COSR for this contract.

3. You are reminded not to act in any manner that may be construed by the contractor to change the labor mix or make any other changes that will affect the contract and delivery order price, quality, quantity, delivery, or any other term or

Enclosure (2)

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Subj: CONTRACTING OFFICER'S REPRESENTATIVE (COR) NOMINATION

4. You are reminded not to act in any manner that may be construed by the contractor to represent the issuance of direction contrary to the terms or conditions of the contract. If the contractor suggests or indicates this intent, you must promptly advise the contractor to the contrary and inform the contracting officer of the circumstances. The COR duties you have been nominated to perform cannot be delegated by you to any other person.

5. If appointed, your specific duties will be as follows:

a. ensure contractor personnel requiring access to the Patuxent River Naval Air Station and the Webster Field Annex, St. Inigoes, Maryland adhere to the check-in and out procedures outlined in NASPAXRIVINST 5510.15K. The check-in form is available at <http://www.nawcad.navy.mil/pax/base-access>. You will notify the Customer Service Team (CST) in the event of contractor personnel space movements, telephone changes, or other changes requiring Locator System updates. The Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) Locator Update Form is available for this purpose at <http://paxlib.nawcad.navy.mil/cstweb/locatorindex.html>. Contact the CST regarding specific contractor personnel check-out procedures;

b. work cooperatively with members of the acquisition team;

c. if a classified contract, identify contract requirements and changes as they occur to the COSR;

d. review, comment, and report on the contractor's progress and ensure the contractor complies with reporting requirements;

e. read and understand reference (d) and your role and responsibilities in the CPARS process to include maintaining documentation that supports the CPARS assessments;

f. if a labor hour contract (level of effort) or order, review contractor invoices to ensure that proper labor categories are charged, travel and other items appear consistent with performance, and charges are reasonable for the work performed;

g. provide an independent government estimate of desired or ordered work;

**SAMPLE**

4200  
Ser  
(Date)

MEMORANDUM

From: \_\_\_\_\_, Code \_\_\_\_\_ (Nominating Official)  
To: \_\_\_\_\_, Code \_\_\_\_\_ (Nominee)

Subj: CONTRACTING OFFICER'S REPRESENTATIVE (COR) NOMINATION

Ref: (a) NAVAIRINST 4200.28D, Contracting Officer's Representative  
(b) 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch  
(c) FAR Part 37, Service Contracting  
(d) NAVAIRINST 4200.51, Contractor Performance Assessment Rating System (CPARS) Collection *[to be finalized]*

1. Per reference (a), you are hereby nominated to be the Contracting Officer's Representative (COR) for (contract number \_\_\_\_\_, unless otherwise specified) [or] (contract number \_\_\_\_\_ order number \_\_\_\_\_ (if applicable to an order)) with \_\_\_\_\_ (company name). You must read reference (a) and keep it in mind during your appointment. As COR, you would be authorized and responsible for furnishing technical information to the contractor and for monitoring contract performance in order to assure compliance with the contract terms and provisions.

2. Make yourself familiar with reference (b). If you become aware of a conflict of interest, notify the Procuring Contracting Officer (PCO) and me immediately.

3. If appointed, your duties will require close surveillance of the contractor; however, you must take extreme care to avoid supervising the contractor's employees. It is important you read and understand reference (c) so your actions do not lead to the contract becoming or appearing to be a vehicle for personal services. You must not interfere with how the contractor assigns work or with the contractor's relationship with organized labor. It is of utmost importance that your relationship with the contractor be entirely above reproach. The PCO will make available to you a copy of the contract to read and will answer any contractual questions you may have.

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Subj: CONTRACTING OFFICER'S REPRESENTATIVE (COR) NOMINATION

4. You are reminded not to act in any manner that may be construed by the contractor to represent the issuance of direction contrary to the terms or conditions of the contract. If the contractor suggests or indicates this intent, you must promptly advise the contractor to the contrary and inform the contracting officer of the circumstances. The COR duties you have been nominated to perform cannot be delegated by you to any other person.

5. If appointed, your specific duties will be as follows:

a. ensure contractor personnel requiring access to the Patuxent River Naval Air Station and the Webster Field Annex, St. Inigoes, Maryland adhere to the check-in and out procedures outlined in NASPAXRIVINST 5510.15K. The check-in form is available at <http://www.nawcad.navy.mil/pax/base-access>. You will notify the Customer Service Team (CST) in the event of contractor personnel space movements, telephone changes, or other changes requiring Locator System updates. The Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) Locator Update Form is available for this purpose at <http://paxlib.nawcad.navy.mil/cstweb/locatorindex.html>. Contact the CST regarding specific contractor personnel check-out procedures;

b. work cooperatively with members of the acquisition team;

c. if a classified contract, identify contract requirements and changes as they occur to the COSR;

d. review, comment, and report on the contractor's progress and ensure the contractor complies with reporting requirements;

e. read and understand reference (d) and your role and responsibilities in the CPARS process to include maintaining documentation that supports the CPARS assessments;

f. if a labor hour contract (level of effort) or order, review contractor invoices to ensure that proper labor categories are charged, travel and other items appear consistent with performance, and charges are reasonable for the work performed;

g. provide an independent government estimate of desired or ordered work;

Subj: CONTRACTING OFFICER'S REPRESENTATIVE (COR) NOMINATION

h. keep track of funds expended and remaining funds available so as not to overspend on the contract or order;

i. except for requirements originated by you, accept services and/or deliverables when completed, unless otherwise specified in the contract or order, and certify when all deliverables have been accepted by the government;

j. pay particular attention to the timely review of invoices;

k. obtain refresher training as required by reference (a) or as required by the PCO;

l. promptly notify and provide recommended corrective action to the contracting officer and your superior of any of the following:

(1) any violation of or deviation from the technical requirements of the contract or order;

(2) inefficient or wasteful methods in use by the contractor, including the contractor exceeding the requirements of the order or contract;

(3) any contractor request for changes to the contract;

(4) issues that require clarification or resolution;

(5) inconsistencies between invoiced charges and performance, including the use of improper labor categories;

(6) instances where funds may be insufficient to complete the contract or order;

(7) conditions requiring a replacement for you as COR;  
and

(8) improper use of government material, equipment, or property.

m. ensure the contract does not become a vehicle for personal services as described in reference (c);



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**SAMPLE**4200  
Ser  
(Date)

## MEMORANDUM

From: \_\_\_\_\_, Code \_\_\_\_\_ (Contracting Officer)  
To: \_\_\_\_\_, Code \_\_\_\_\_ (Appointee)

Subj: CONTRACTING OFFICER'S REPRESENTATIVE (COR) APPOINTMENT

Ref: (a) DFARS 201.602-2, Responsibilities  
(b) FAR Part 37, Service Contracting  
(c) NAVAIRINST 4200.51, Contractor Performance Assessment Reporting Systems (CPARS) Collection [to be finalized]  
(d) NAVAIRINST 4200.28D, Contracting Officer's Representative

Encl: (1) List of Specific Assigned Duties/Nomination Memorandum

1. Per reference (a), you are hereby appointed as the Contracting Officer's Representative (COR) for (contract number \_\_\_\_\_, unless otherwise specified) [or] (contract number \_\_\_\_\_ order number \_\_\_\_\_ (if applicable to an order)) with \_\_\_\_\_ (company name). The contractor has designated Mr./Ms. \_\_\_\_\_ to be the company's official responsible for technical performance under the contract. He/she is located at (street address, city, state, zip code) and may be reached at (phone number) for technical issues and to discuss any matters under your cognizance. The periods of performance of this contract/order and this COR appointment are base period (insert date), options (insert dates). Matters of a contractual nature must be brought to my attention.

2. In accomplishing your duties as COR, you are cautioned to ensure the contract/order does not become a personal services contract/order as described in reference (b) through your actions or the actions of other government personnel. You must notify me of any noted technical deficiencies or deviations not specifically approved by me. I may seek your technical advice from time to time, especially concerning the technical qualifications of contractor key personnel. The contractor will furnish you a copy of the invoices for your review and retention; discrepancies should be brought to my attention promptly. Pay particular attention to the timely review of invoices. I will

Enclosure (4)

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Subj: CONTRACTING OFFICER'S REPRESENTATIVE (COR) APPOINTMENT

notify the contractor that you are the COR for this contract/order. You should have access to a copy of the contract and all modifications and be familiar with such things as contract type, cost limitations, deliverables, and any special contract requirements. You are required to read reference (c) and understand your role and responsibilities in the Contractor Performance Assessment Reporting System (CPARS) process. I am available to answer any questions regarding the process and your participation in it.

3. You are reminded that you may not issue delivery/task orders or act in any manner that may be construed by the contractor to change the labor mix or make any other changes that will affect the contract and delivery order price, quality, quantity, delivery, or any other term or condition of the contract and/or order. If the contractor suggests or indicates this intent, you must promptly advise the contractor to the contrary and notify me immediately. I want to caution you that, per reference (a), you may be personally liable for unauthorized acts.

4. You must notify me when you will be unavailable to perform your COR duties. The COR duties and responsibilities associated with this appointment cannot be delegated by you to any other person.

5. The specific COR duties assigned to you are provided as enclosure (1) to this appointment [the PCO may add, delete, revise, or elaborate on the COR duties contained in the nomination memorandum as necessary].

6. If the performance of this contract requires contractor personnel access to the Patuxent River Naval Air Station or the Webster Field Annex at St. Inigoes, Maryland, you are responsible for ensuring such personnel adhere to the check-in and out procedures outlined in NASPAXRIVINST 5510.15K. The check-in form is available at <http://www.nawcad.navy.mil/pax/base-access>. You will notify the Customer Service Team (CST) in the event of contractor personnel space movements, telephone changes, or other changes requiring Locator System updates. Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) Locator Update Form is available for this purpose at <http://paxlib.nawcad.navy.mil/cstweb/locatorindex.html>. Contact the CST regarding specific contractor personnel check-out procedures.

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7. I will be reviewing your performance as COR. This includes your knowledge of the contract/order; your tracking system for contract/order costs, funds, and hours expended; and files for documentation such as memos, correspondence, data deliverables, DD 250 (Nov 92), Material Inspection and Receiving Reports, and invoice certification.

8. You are entitled to and required to attend refresher training per reference (d). Because of rapid developments arising out of acquisition reform and their impact on your responsibilities, I may require you to attend refresher training at any time during your appointment.

9. By your signature below, you confirm you are technically qualified and understand the appointed duties and limitations, certify the training/certification information below is correct to the best of your knowledge, and accept this appointment.

**To be completed by Appointee:**

a) I completed initial COR training taught by \_\_\_\_\_  
 on \_\_\_\_\_ (date) (Organization)

OR

I am Level I/II/III [circle one] DAWIA certified in the contracting career field.

b) I completed COR refresher training taught by \_\_\_\_\_  
 on \_\_\_\_\_ (date) (Organization)

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Appointee Signature	Code	Date
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**PCO's Signature:**

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Contracting Officer	Code	Date
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Copy to:  
 COR Coordinator, Code  
 Contractor